

Amy Royer

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HIGHLIGHT OF QUALIFICATIONS

- * Excellent teacher/trainer; patient and effective when working with a wide range of personalities.
- * Successful in identifying and solving computer related problems.
- * Project oriented, sticking to a task until completed.
- * Successful in learning and comprehending new systems and methods.

RELEVANT EXPERIENCE

Bookkeeping

- * Reconciled loan payment records between servicing company and 150 lending institutions.
- * Reconciled cash records to computer records for over 200 accounts on a monthly basis.
- * Prepared monthly payroll, paid bills, and processed tuition payment for private preschool.

Teaching/Supervising

- * Trained nine people in investor accounting, most of whom had no previous experience.
- * Wrote an Investor Reports Instruction Manual minimizing training time for new employees.
- * Maintained cordial working relations, while explaining and clarifying others' errors.
- * Interviewed and hired four staff members.

Computer Usage

- * Worked with computer analyst in development of computerized specialty reports.
- * Assisted in implementation of new program on a PC, for accounts payable.
- * Input monthly account records on a PC and generated trial balance.

Problem Solving

- * Balanced seven months of critical reports for a large Federal agency involving \$350,000 of equipment for six major divisions which had been neglected for five months.
- * Designed an account coding system to eliminate dual coding and time wasted correlating reports.
- * Reviewed company procedures, identifying sources of high error frequency, and submitted recommendations to supervisors.

EMPLOYMENT HISTORY

<u>Investor Account Supervisor</u>	FIRST BANK CORP, Chamberlain, SD	2012-Present
<u>Account Reconciliation</u>	DONZALL & ASSOCIATES, Oacoma, SD	2009-2012
<u>Investor Accounting</u>	MEITUS INVESTMENTS, Rapid City, SD	2007-2009
<u>Financial Specialist</u>	UNITED STATES AIR FORCE	2003-2007

EDUCATION

B.A. in Accounting & Business, NORWEST COLLEGE, Santa Rosa, VA